
Records: Office of the Governor Staff Travel

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To: James Brooks <jbrooks@adn.com>

Wed, Mar 6, 2019 at 7:49 PM

James,

This is also part of a broader release of information regarding travel and hiring directives. I will be sharing more formal information shortly.

Thanks,

Matt

From: Bell, Guy B (GOV)
Sent: Friday, January 9, 2015 10:56 AM
To: GOV All Staff
Subject: Office of the Governor Staff Travel

Good morning,

The Chief of Staff asked me to send this e-mail message outlining new travel guidelines for Governor's Office staff. As you all know, the state is facing a serious fiscal challenge and it is incumbent on all of us to be prudent stewards of the State's financial resources. The following guidelines supplement the travel policies set out in Section 60 of the Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

1. All staff travel authorizations must provide a meaningful description of the trip's purpose. For example, "office work and meetings" will not suffice from here forward as a descriptor.
2. Travel should be limited to activities that cannot be conducted by any form of electronic communication.
3. Out of state travel will be scrutinized very carefully to ensure there is a significant public purpose for such a trip.
4. Travel approval, planning and arrangement should, to the maximum extent possible, be made well in advance of the travel date.
5. Travel Authorizations must include any and all meeting registration costs.

Thanks all.

Guy

Guy Bell

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